

## Message Text

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ORIGIN ARA-10

INFO OCT-01 ISO-00 SIG-02 /013 R

DRAFTED BY ARA/MGT:GJKRIEGER:JZ

APPROVED BY ARA/MGT:GJKRIEGER

ARA/MGT/FM:JCAO-GARCIA

-----192158 115479 /61

P 192150Z FEB 77

FM SECSTATE WASHDC

TO AMEMBASSY KINGSTON PRIORITY

AMEMBASSY NASSAU PRIORITY

AMEMBASSY BRIDGETOWN PRIORITY

AMCONSUL MARTINIQUE PRIORITY

AMEMBASSY PARAMARIBO PRIORITY

AMEMBASSY PORT OF SPAIN PRIORITY

AMCONSUL CURACAO PRIORITY

AMCONSUL BELIZE PRIORITY

AMEMBASSY GEORGETOWN PRIORITY

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FROM ARA/MGT; KINGSTON ALSO PASS TO ANDRE

E.O. 11652: N/A

TAGS: AFSP, OCON

SUBJECT: CARIBBEAN ADMINISTRATIVE OFFICERS' CONFERENCE/  
BUDGET WORKSHOP

1. AN ADMINISTRATIVE OFFICERS' CONFERENCE AND A BUDGET WORKSHOP ARE PLANNED CONCURRENTLY FOR THE PERIOD MARCH 28-APRIL 1 AT THE CARIBE HILTON HOTEL IN SAN JUAN, PUERTO RICO. IT IS EXPECTED THAT ONE AMERICAN AND ONE LOCAL EMPLOYEE FROM EACH ADDRESSEE POST WILL ATTEND THESE CONFERENCES. THE AGENDA OF THE ADMINISTRATIVE OFFICERS' CONFERENCE WILL  
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INCLUDE TWO DAYS OF GENERAL ADMINISTRATIVE TOPICS, ONE DAY OF BUDGET RELATED MATTERS AND A TWO DAY, TWO EVENING EXECUTIVE MANAGEMENT SEMINAR SIMILAR TO THE DCM/SECTION CHIEF SEMINAR OFFERED BY FSI. THE FORMAT OF THE BUDGET WORKSHOP IS BASICALLY THE SAME AS LAST YEAR.

2. A BLOCK OF HOTEL ROOMS HAS BEEN TENTATIVELY RESERVED,

BUT MUST BE FIRMLY BOOKED BY FEBRUARY 25. THEREFORE,  
PLEASE CABLE THE NAMES OF YOUR PARTICIPANTS, AND ARRIVAL  
DATA INCLUDING DATES, TIMES, AND FLIGHT NUMBERS SOONEST.  
ALSO, INDICATE DEPARTURE DATE FROM HOTEL. WE WILL ASSUME  
A SINGLE ROOM FOR EACH PARTICIPANT UNLESS ADVISED OTHERWISE.  
SINCE DICK ANDRE, OUR REGIONAL BUDGET AND MANAGEMENT  
OFFICER RESIDENT KINGSTON, HAS A LOGISTICAL COORDINATING

ROLE IN THESE CONFERENCES, PLEASE "INFO" KINGSTON (FOR  
ANDRE) ON YOUR CABLE REPLY TO ARA/MGT.

3. ALL HOTEL ROOM COSTS WILL BE CHARGED CENTRALLY TO  
THE BUREAU. SINGLE ROOMS WILL BE BOOKED ONLY FROM  
2 P.M., SUNDAY, MARCH 27 UNTIL 2 P.M., SATURDAY, APRIL 2  
AT USG EXPENSE. ADDITIONAL COSTS FOR DOUBLE ROOMS AND/OR  
EXTRA DAYS WILL BE FOR THE ACCOUNT OF THE PARTICIPANT.

4. POSTS SHOULD WRITE OWN TRAVEL ORDERS REFLECTING  
50 PERCENT PER DIEM REDUCTION. IF UNABLE ABSORB COSTS  
WITHIN CURRENT FUNDING LEVEL, INCLUDE IN NEXT QUOTE  
REQUEST FOR ALLOTMENT ADJUSTMENT UNQUOTE.

5. BUREAU WOULD WELCOME YOUR IDEAS FOR AGENDA ITEMS.  
PLEASE INCLUDE IN SAME CABLE NAMING PARTICIPANTS.  
HARTMAN

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NNN

## Message Attributes

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**Executive Order:** N/A  
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**TAGS:** AFSP, OCON  
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**Type:** TE  
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**Review Markings:**  
Margaret P. Grafeld  
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